




STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF MENTAL RETARDATION SERVICES
ANDREW JACKSON BUILDING, 15TH FLOOR
500 DEADERICK STREET
NASHVILLE, TN 37243

MEMORANDUM

DATE: March 16, 2006
TO: Kathleen Clinton; John Craven; Cate Newbanks
FROM: Stephen H. Norris, Deputy Commissioner 
SUBJECT: Retroactive Approval of Individual Service Plans (ISP's)

To cover the gap that sometimes occurs between the service request date on an ISP and the date of approval of the ISP by the Regional Office, we have had to use state dollars rather than waiver dollars available through the Home and Community Based Services waivers. To reduce the expenditure of state dollars, we have obtained authorization from TennCare to retroactively approve ISP's.

Effective immediately, please implement the following change in the approval process for ISP's:

The Regional Director or designee may approve an ISP retroactively to the requested waiver service start date or up to a maximum of thirty (30) calendar days prior to the date of receipt of the request by the Regional Office, whichever is less.

The date of receipt of the ISP by the Regional Office, rather than the date of review/approval, will thus be a key factor in determining the length of the period that can be retroactively approved.

This change in policy should help to improve the turn-around time for processing ISP's in the Regional Office since it will reduce the amount of paperwork required when an ISP has to be changed from waiver funding to state funding and back to waiver funding to cover the gap.

The policy change will also enable DMRS to provide waiver funding when there is inadvertent delay in ISP submission by the Support Coordinator that results in a gap between the date of waiver service provision and the date of receipt of the ISP by the Regional Office. Existing policies regarding timely submission of ISP's by Support Coordinators and administrative actions for noncompliance remain in effect. We will need to continue to monitor to ensure that Support Coordinators are promptly submitting ISP's and to take appropriate action if they do not.

If you have any questions, please contact Louis Moore, M.D., Medical Director for Policy and Governmental Relations, at (615) 741-6632.

SHN:wlm

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